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ABSTRACT

This booklet sets forth the standards established by the state of Illinois for certification of school personnel. Application procedures for certification by transcript evaluation and for individuals with foreign credentials are described. Important dates for changes in certification requirements are noted. Also described is the possible waiver of additional student teaching for teachers with successful teaching experience. Certification requirements are detailed in the areas of: (1) elementary education; (2) high school; (3) area of specialization; (4) early childhood education; (5) provisional (including vocational) education; (6) substitute teaching; (7) adult education; (8) school services; (9) administrative services; and (10) transitional bilingual education. Procedures for appeals, application, and teacher aide approval are also presented. (JD)

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ILLINOIS STATE BOARD OF EDUCATION

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MINIMUM REQUIREMENTS FOR STATE CERTIFICATES

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MINIMUM REQUIREMENTS FOR STATE CERTIFICATES

Application Procedures for Certification by Transcript Evaluation

Individuals who have not completed an Illinois approved teacher education entitlement program, or who have completed their undergraduate or graduate work out-of-state, may apply for Illinois certification by complying with the following procedures:

1. Complete in duplicate the "Application for Certificate." (ISBE 73-03) Individuals seeking a Provisional Vocational Certificate or Transitional Bilingual Certificate must, *in addition*, complete the respective application forms for these certificates.

2. Attach official transcripts bearing the seal of the college and signature of an official of the college. The transcripts must show a degree from an institution of higher learning recognized for teacher education by the appropriate state board or department of education.

3. A $20 fee made payable to the State Teacher Certification Board in the form of a money order, bank draft or certified check is required. (*The School Code of Illinois* provides that each application for certification or evaluation of college credentials shall be accompanied by a fee of $20 *which is not refundable.* Personal checks or cash will not be accepted).

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4. A $5 registration and issuance fee made payable to the Regional Superintendent of Schools of the county where you obtain your teacher's certificate is required.

5. Be sure to indicate the type of certificate you desire to obtain.

6. Submit the above to the Regional Superintendent of Schools where you plan to teach. The State Teacher Certification Board does not accept applications directly from an applicant.

Teachers' certificates in the State of Illinois are issued by concurrent action of this office and the Regional Superintendents of Schools. A list of the Regional Superintendents of Schools is enclosed for your information.

If you have completed a teacher education program accredited by the National Council for Accreditation of Teacher Education (NCATE) in the area of certification for which are you applying, you will be fully certified provided you meet Illinois statutory requirements. Indication that you have completed an NCATE program must accompany your credentials.

It is the responsibility of the institution of higher learning to provide this information. The enclosed validation form must be properly completed and sealed by the institution and must accompany an official transcript of your credits.

If you desire to teach in the City of Chicago, you are advised that the general certification law of Illinois does not apply. For full information about these requirements, contact General Superintendent, Chicago Board of Education, 228 North LaSalle Street, Chicago, Illinois 60601.

APPLICATION PROCEDURES FOR INDIVIDUALS WITH FOREIGN CREDENTIALS

The differences between the education system of the United States and systems of other countries necessitate that all individuals submitting foreign credits of any type must comply with the following requirements in addition to those listed on the preceding page:

1. Submit evidence that they are a United States citizen or that they have filed a Declaration of Intent to become a citizen.

2. Complete and forward an educational chronology listing all schools attended from kindergarten

through the university level, the specific dates of attendance for each and any degrees, diplomas, or awards received with the date of receipt.

3. Submit original official transcripts, degrees, diplomas, professional titles and examination results, including secondary level. Copies will not be accepted. Original documents will be returned to the applicant.

4. Any documents in a foreign language must be accompanied by a certified translation completed by a university, foreign consulate or equivalent translation source.

IMPORTANT DATES - CHANGES IN CERTIFICATION REQUIREMENTS

Effective July 1, 1981, all individuals who are seeking a first teaching certificate will be required to complete an approved teacher education program in order to be certificated. Previously certificated individuals who are not employed, experienced teachers will also be required to complete an approved program for any additional certificates they may seek. Employed, experienced teachers may continue to apply for early childhood, elementary, high school and special teaching certificates.

Effective September 1, 1981, all applicants for early childhood, elementary, secondary or special certificates will be required to complete coursework in, but not limited to, the psychology of the exceptional child, the identification of the exceptional child, including the learning disabled child and methods of instruction for the exceptional child, including the learning disabled.

No one shall be certified to teach or supervise in the public schools of the State of Illinois who is not of good character, good health, at least nineteen years of age and a citizen of the United States. Transitional Bilingual Certificate Applicants need only be legally present and eligible for employment.

WAIVER OF ADDITIONAL STUDENT TEACHING-TEACHERS WITH SUCCESSFUL TEACHING EXPERIENCE

For purposes of waiving student teaching for experienced teachers, "successful teaching experience" means official verification by an employing public school or private nonpublic school authority, of

classroom teaching experience in a school under that board's or authority's jurisdiction which was judged by the employer to be appropriate and satisfactory. The length of the teaching experience should minimally be three (3) months duration during which time supervisors will have had opportunity for observation and evaluation. Day-to-day substitute experience is not acceptable toward meeting the "successful teaching experience" requirement.

I. STANDARD ELEMENTARY CERTIFICATE

The Standard Elementary Certificate is valid for 4 years for teaching in kindergarten through grade nine of the common schools. This certificate may be issued to graduates with a bachelor's degree from a recognized college who present certified evidence of having earned credits as follows:

Semester Hours

A. General Education 78

1. Language Arts 9
2. Science 7
3. Social Science (including a course in American History and/or Government) 7
4. Humanities (including a minimum of one semester hour in Music and one semester hour in Art) 8
5. Mathematics 5
6. Health and Physical Education 3
7. Additional work in any above fields and/or Psychology (except Educational Psychology) to total 78

B. Professional Education 16

1. Educational Psychology (including Human Growth and Development) 2
2. Methods and Techniques of Teaching at the Elementary Level 2
3. History and/or Philosophy of Education 2
4. Methods of Teaching Reading 2

5. Pre-student teaching clinical experiences equivalent to 100 clock hours* .....
6. Student Teaching (grades K-9)** 5
7. Electives in Professional Education may be taken from the above fields and/or Guidance, Tests and Measurements, and Instructional Materials to total 16

**Applicants with successful teaching experience at the K-9 level need not complete pre-student teaching clinical experiences.*

***Applicants presenting the required credit in student teaching and evidence of successful teaching experience need not complete another student teaching experience.*

If the grade level of your student teaching was not on the elementary level, it will be necessary for you to submit a letter of verification of successful teaching experience from the appropriate school district where you were employed. This letter should state all employment dates, the schools in which you were employed, your assignment and the type of teaching certificate held. Verification of Chicago, Illinois, teaching experience should be obtained from the Director of Personnel of the Chicago Board of Education. These official letters must be submitted to the office of the Regional Superintendent of Schools of the Illinois county in which application is being made.

C. General Electives to make a total of 120

II. STANDARD HIGH SCHOOL CERTIFICATE

The Standard High School Certificate is valid for 4 years for teaching in grades six through twelve of the common schools. This certificate may be issued to graduates with a bachelor's degree from a recognized college who present certified evidence of having earned credits as follows:

Semester Hours

A. General Education 42

1. Language Arts 8
2. Science and/or Mathematics 6
3. Social Science (including a course in American History and/or Government) 6
4. Humanities 6
5. Health and Physical Education 3
6. Additional work in any above fields and/or Psychology (except Educational Psychology) to total 42

B. Professional Education 16

1. Educational Psychology (including Human Growth and Development) 2
2. Methods and Techniques of Teaching at the Secondary Level or in a Teaching Field 2
3. History and/or Philosophy of Education 2
4. Pre-student teaching clinical experiences equivalent to 100 clock hours* .....
5. Student Teaching (grades 6-12)** 5
6. Electives in Professional Education may be taken from the above fields and/or Guidance, Tests and Measurements, Methods of Teaching Reading, and Instructional Materials to total 16

*Applicants with successful teaching experience at the 6-12 level need not complete pre-student teaching clinical experiences.

***Applicants presenting the required credit in student teaching and evidence of successful teaching experience need not complete another student teaching experience.*

If the grade level of your student teaching was not on the high school level, it will be necessary for you to submit a letter of verification of successful teaching experience from the appropriate school district official where you were employed. This letter should state all employment dates, the schools in which you were employed, your assignment and the type of teaching certificate held. Verification of Chicago, Illinois, teaching experience should be obtained from the Director of Personnel of the Chicago Board of Education. These official letters, must be submitted to the office of the Regional Superintendent of Schools of the Illinois county in which application is being made.

C. One Major Area of Specialization 32

or

Three Minor Areas of Specialization (24 each) 72

Note: *If your area of specialization is the same as one of the General Education categories, then the same courses may be used for both requirements.*

D. General Electives to make a total of 120

III. STANDARD SPECIAL CERTIFICATE

The Standard Special Certificate is valid for 4 years for teaching the special subject(s) named on the Certificate in all grades of the common schools. This certificate may be issued to graduates with a bachelor's degree from a recognized college who present evidence of having earned credits as follows:

Semester Hours

A. General Education 42

1. Language Arts 8
2. Science and/or Mathematics 6
3. Social Science (including a course in American History and/or Government) 6
4. Humanities 6
5. Health and Physical Education 3
6. Additional work in any above fields and/or Psychology (except Educational Psychology) to total 42

B. Professional Education 16

1. Educational Psychology (including Human Growth and Development) 2
2. Methods and Techniques of Teaching in the area of Specialization 2
3. History and/or Philosophy of Education 2
4. Pre-student teaching clinical experiences at the elementary and secondary levels equivalent to 100 clock hours in the area of specialization* .....
5. Student Teaching in area of Specialization** 5
6. Electives in Professional Education may be taken from the above fields and/or Guidance, Tests and Measurements, Methods of Teaching Reading, and Instructional Materials to total 16

**Applicants with successful teaching experience in the field of specialization need not complete pre-student teaching clinical experiences.*

***Applicants presenting the required credit in student teaching and evidence of successful teaching experience need not complete another student teaching experience.*

C. Area of Specialization 32

Note: *If your area of specialization is the same as one of the General Education categories, then the same courses may be used for both requirements.*

D. General Electives to make a total of 120

E. Supervisory Endorsement on the Standard Special Certificate

The Standard Special Certificate is valid for teaching and supervising in a special area when the holder files evidence of: (a) possessing a master's degree or higher from a recognized institution of higher learning; (b) possessing eight semester hours of graduate professional

education which shall include at least one course that relates primarily and explicitly to the supervision of personnel, and one course primarily and explicitly relating to the administration and organization of schools; and (c) at least two years of appropriate teaching experience.

Application Procedures for Supervisory Endorsement Standard Special Certificate. Anyone desiring the supervisory endorsement should submit all official documentation and the certificate through the office of a Regional Superintendent of Schools with an application and a $20.00 certified check, money order or bank draft made payable to the State Teacher Certification Board.

Note to applicants seeking information on special education requirements: *Those who are interested in specific requirements for special education certification or approval should obtain a copy of the "Special Education Certification and Approval Requirements and Procedures."*

IV. EARLY CHILDHOOD CERTIFICATE

The Early Childhood Certificate is valid for 4 years for teaching children up to 6 years of age, exclusive of children enrolled in kindergarten, in facilities approved by the State Board of Education. This certificate may be issued to graduates with a bachelor's degree from a recognized college who present certified evidence of having earned credits as follows:

	Semester Hours
A. General Education	78
1. Language Arts	9
2. Science	7
3. Social Science (including American History and/or Government)	7
4. Humanities (including work in Music and Art)	6
5. Health and Physical Education	3
6. Additional work (46 semester hours) in any of the first four fields above and/or Psychology to total	78
B. Professional Education	22
1. Child growth and development with emphasis on the young child	3
2. History and philosophy of early childhood education	3
3. Types of instructional methods including study of activity/learning centers, individualization, educational play, and media and their utilization in extending the child's understanding of art, music, literature, reading instruction, mathematics, natural and social science	6

4. Health and nutrition for the young child..... 2
5. Child, family and community relationships..... 3
6. Practicum in a pre-school program..... 5
to total 22

C. General Electives to make a total of 120

Note: *Those who have had five semester hours of student teaching at the primary grade level (K-3) and who have had successful teaching experience are not required to take another practicum at the pre-school level. Applicants seeking this waiver should secure official letters from the employing school district and/or the college or university documenting the nature and duration of their teaching and the grade level of their student teaching assignment.*

V. PROVISIONAL CERTIFICATE

The State Teacher Certification Board may issue a provisional certificate valid for elementary, high school, or special subject fields, provided the following requirements are met:

1. An individual must meet the requirements for a regular teaching certificate in another state and must present evidence of such.

2. An individual must present certified evidence of having earned a bachelor's degree from a recognized institution of higher learning.

3. The academic and professional courses offered as a basis of the provisional certificate must be courses approved by the State Board of Education in consultation with the State Teacher Certification Board.

A certificate earned under this plan is valid for 2 years and shall not be renewed.

VI. PROVISIONAL VOCATIONAL AND TEMPORARY PROVISIONAL VOCATIONAL CERTIFICATES

The State Teacher Certification Board may issue a Provisional Vocational and a Temporary Provisional Vocational Certificate. The requirements for these certificates shall be determined by the State Board of Education in consultation with the State Teacher Certification Board.

The following requirements must be met:

Provisional Vocational Certificate

1. Evidence of possessing 60 semester hours of credit from a recognized institution of higher learning.

2. Documented evidence of 2,000 hours of work experience in the specific skill area to be taught.

Temporary Provisional Vocational Certificate

1. Documented evidence of 8,000 hours of work experience in the specific skill area to be taught.

2. Must earn 3 semester hours of college credit prior to the renewal of certificate each year.

No such certificate shall be issued except upon certification by the employing board, subject to the approval of the Regional Superintendent of Schools, that no qualified teacher holding a regular certificate or a Provisional Vocational Certificate is available and that actual circumstances and need require such issuance.

VII. SUBSTITUTE CERTIFICATE

A Substitute Teacher's Certificate may be issued for teaching in all grades of the common schools when no appropriate fully certified teacher is available to teach in a substitute capacity. Such certificate may be issued upon request of the Regional Superintendent of Schools of any region in which the teacher is to teach. A Substitute Teacher's Certificate is valid for teaching in the public schools of any county. Such certificate may be issued to persons who either (a) hold a certificate valid for teaching in the common schools as shown on the face of the certificate, (b) have been graduated from a recognized institution of higher learning with a bachelor's degree, or (c) have had 2 years of teaching experience and have earned a minimum of 60 semester hours of college credit including six semester hours in Professional Education from a recognized institution of higher learning.

VIII. GENERAL CERTIFICATE

The State Teacher Certification Board, upon the request of the employing board, may issue a General Certificate for teachers of Adult Education subjects. The certificate is valid for teaching the subject or subjects named on the certificate. The local board certifies the training and experience that qualifies the applicant for teaching in the field.

Any teacher who holds any other valid certificate for teaching in the public schools of Illinois may teach non-credit courses assigned by the district superintendent of schools upon the authority of the employing board of education.

IX. GENERAL INFORMATION REGARDING CERTIFICATION

Issuance, Registration, and Renewal Fees

An annual fee of $4 is required by law for the registration or renewal of a certificate. This fee must be paid to the Regional Superintendent of Schools of the county where the teacher is employed, or if not employed, where the individual wishes to register the certificate.

Before the applicant receives a certificate, the applicant must pay a $1 issuance fee to a Regional Superintendent of Schools.

Duplicate Certificate

Duplicates for any type of certificate will be issued by the State Teacher Certification Board in case of loss or destruction when requested by a Regional Superintendent of Schools in the State of Illinois. A fee of $8 is required for issuing a duplicate certificate, such a fee to be paid to the Regional Superintendent of Schools requesting the duplicate.

Lapsed Certificates

All standard certificates not registered or renewed shall lapse after a period of 4 years following the last year of registration. Lapsed certificates may be reinstated for a one-year period upon payment of all accumulated registration fees.

The year period for which a reinstated certificate is valid shall begin on July 1, or the date of reinstatement, and extend through June 30. During this period, such reinstated certificates shall be

renewed only: (1) by earning five semester hours of credit in a recognized institution of higher learning in the field of professional education or in courses related to the holder's contractual teaching duties; or (2) by presenting evidence of holding a valid regular certificate of some other type.

Constitution Examination

No certificate shall be renewed for the first time unless the person holding the certificate has passed or shall pass an examination upon the provisions and principals of the Constitution of the United States and the State of Illinois. This renewal requirement may be met in either of two ways: (1) by passing such examinations or having taken an equivalent course at the preparing institution prior to graduation; (2) by passing such examination administered by a Regional Superintendent of Schools.

Credit from Junior and Community Colleges

No individual may present for purposes of certification more than 9 semester hours of professional education credit from junior and community colleges.

College Credit for Mathematics and Foreign Languages

Applicants for a certificate who have had four years of high school credit in any foreign language, or four years of high school credit in the basic courses of mathematics, may receive one hour of college credit for each year of high school mathematics or foreign language, not to exceed four semester hours in either of these fields of preparation.

X. SCHOOL SERVICE PERSONNEL CERTIFICATE

A School Service Personnel Certificate with endorsements for School Social Worker, School Psychologist, Guidance and School Nurse may be issued to qualified applicants.

Requirements for the School Social Worker Endorsement

The basis for School Social Worker Endorsement on the School Service Personnel Certificate shall be the Master of Social Work Degree from a graduate school of social work accredited by the Council on Social Work Education.

Requirements for the School Psychologist Endorsement

Educational Requirements:

A. Must have graduated with a master's degree or higher degree in psychology or educational psychology from an institution of higher learning which maintains equipment, course of study, and standards of scholarship approved by the State Board of Education, including a minimum of fifty-six (56) semester hours of psychology or educational psychology, undergraduate or graduate.

B. Must include twenty-four (24) semester hours in the areas specified in section (1) and (2).

1. The following study areas are required for certification:

   a. Individual intellectual assessment
   b. Personality theories
   c. Personality assessment

2. The remainder of the twenty-four(24) hours must be selected from at least four (4) of the following study areas:

   a. Child growth and development
   b. Psychology of learning
   c. Psychology of the exceptional child
   d. Learning disabilities
   e. Abnormal psychology (psychopathology)
   f. Counseling and psychotherapy
   g. Practicum in the clinical study of children
   h. Educational or psychological statistics

C. Must have had one (1) year internship of supervised professional psychological experience with children of school age, preferably in a school setting and under the supervision of an individual qualified as a supervising psychologist.

Approval for internships will be granted by the Certification and Placement Section following an evaluation of credentials which indicates that the applicant has met all academic standards. Internships of less than one year will be considered when the applicant forwards documentation of experience obtained in a school or in a facility comparable to a school. The letters of experience or recommendation used as a basis for reduced internships must be signed by the applicant's supervisor and should describe the nature of the facility, the duration of the experience and the duties involved in the experience.

Internship approval will be valid for three years. The internship must be completed by the end of the third year.

Interpretation of Terms

a. "One year" means a school year as defined by *The School Code of Illinois, Section 10-19.* Periods of less than three (3) consecutive months may not be included.

b. "Full-time" means full-time as defined by the board of education in the system in which the individual is employed but in no case less than twenty-five (25) hours per week.

c. "Supervised experience" means full-time work, acquired after the satisfactory completion of all academic requirements except thesis and/or internship for the master's degree or higher degree, with school children of all ages, including work with exceptional children under the supervision of a school psychologist or other psychologist who would qualify as a school psychologist and who has a minimum of three years of experience in the psychological assessment of children of school age.

Additional Qualifications Required

a. Proficiency in individual psychological examination of children including educational diagnostic techniques; ability to plan and carry out a diagnosis adequate for each particular case; ability to handle staff conferences, interpret data, and write adequate reports; proficiency in counseling and other functions that may be needed to supplement the psychological assessment of children.

b. Ability and willingness to work according to high standards of competence and comply with the code of ethics of recognized professional associations.

c. Good character, good health, citizen of the United States and at least nineteen (19) years of age, in accordance with Section 21- 1 of *The School Code of Illinois.*

Requirements for the Guidance Endorsement

A. Requirements:

1. Guidance specialists must hold or be qualified for a standard teaching certificate.

2. Guidance specialists must hold a master's degree.

3. Guidance specialists must have completed an approved program in guidance from a recognized college or university consisting of 32 semester hours of coursework. An approved program shall include a supervised practicum experience. Coursework should be from the eight areas of competency listed below. Appropriate courses in areas a, b, c, d, e, and f are a minimum requirement. Not more than six semester hours shall be acceptable at the undergraduate level.

   a. Principles and techniques of guidance.
   b. Appraisal techniques.
   c. Human growth and development.
   d. Principles and practices in counseling.
   e. Occupational, educational, personal, and social information.
   f. Mental hygiene and/or personality dynamics.
   g. Organization of guidance services.
   h. Research.

B. All Counselors who presently hold a specialist's certificate would be eligible to obtain a School Service Personnel Certificate with a Guidance Specialist Endorsement.

Requirements for the School Nurse Endorsement

A. Baccalaureate degree.

B. Illinois license for a registered professional nurse.

C. A total minimum of 30 undergraduate or graduate semester hours selected from the following: Starred areas are mandatory.

*Introduction to public health nursing theory and practice
*Human growth and development
*Introduction to community health problems
*Educational psychology
*Introductory sociology
*History and philosophy of education
*The exceptional child
Nutrition
Communicative skills
Social case work
Mental health
School administration
Guidance and counseling
Health education
Curriculum design
Diversified occupations-health careers
Child and adolescent psychology

D. One year internship under supervision of a fully qualified school nurse or two years successful experience as a school nurse prior to July 1, 1972.

E. Nurses presently holding a Standard Teacher Nurse Consultant Certificate shall, upon application, be issued a School Service Personnel Certificate with a School Nurse Endorsement if they are certificated prior to July 1, 1972.

Requirements for the Supervisory Endorsement on the School Service Personnel Certificate

The holder of the School Service Personnel Certificate may have the added endorsement for supervision upon:

1. Presentation of evidence of possessing a master's degree or higher from a recognized institution of higher learning;

2. Presentation of evidence of possessing eight semester hours of graduate professional education which shall include at least one course that relates primarily and explicitly to the supervision of personnel, and one course primarily and explicitly relating to the administration and organization of schools;

3. Presentation of evidence of at least two years of appropriate school service personnel experience.

Application Procedures for Supervisory Endorsement School Service Personnel Certificate. Anyone desiring the supervisory endorsement should submit all official documentation and the certificate through the office of a Regional Superintendent of Schools with an application and a $20.00 certified check, money order or bank draft made payable to the State Teacher Certification Board.

XI. ADMINISTRATIVE CERTIFICATE

The Administrative Certificate valid for 4 years for teaching, supervising and administering in the common schools may be issued to persons who have graduated from a recognized institution of higher learning with a master's degree and who have been certified by these institutions of higher learning as having completed a program of preparation for one or more of these endorsements. Such programs of academic and professional preparation required for endorsement shall be administered by the institution in accordance with standards set forth by the State Board of Education in consultation with the State Teacher Certification Board.

Any limited or life supervisory certificate issued prior to July 1, 1968, shall continue to be valid for all administrative and supervisory positions in the public schools for which it is valid as of that date, as long as its holder meets the requirements for registration or renewal as set forth in the statutes or until revoked according to law.

The administrative or supervisory positions for which the certificate shall be valid shall be determined by one or more of 4 endorsements: General Supervisory, General Administrative, Chief School Business Official and Superintendent. The requirements for these endorsements include coursework which has been classified into specific areas as follows:

Area 1. Courses in organizations, operation and administration of schools (administration, supervision, curriculum, finance, law, etc.)

Area 2. Courses in special areas of administrative concern (instructional materials, guidance, special education, research, tests and measurements, transportation, etc.)

Area 3. Basic foundation courses in education (history, philosophy, psychology, sociology, etc.)

Area 4. Courses in cognate disciplines which relate directly to administrative competence (political science, sociology, communicative skills, economics, anthropology, history, philosophy, etc.)

Requirements for General Supervisory Endorsement

Required for supervisors, curriculum directors and for similar and related positions:

A. 8 semester hours in curriculum and research
B. 8 additional semester hours in Area 1 and 2
C. Balance of 14 semester hours in Areas 1, 2, 3, and/or 4
D. Master's degree
E. 2 years full time teaching experience
F. NCATE endorsement or certificate of comparable validity

Requirements for General Administrative Endorsement

Required for principal, assistant principal, assistant or associate superintendent, and for related or similar positions:

A. 9 semester hours in Area 1
B. 6 semester hours in Area 2
C. 5 semester hours in Area 1, 2, and 3
D. Balance of 10 semester hours in Area 1, 2, 3, and/or 4
E. Master's degree
F. 2 years full time teaching experience
G. NCATE endorsement or certificate of comparable validity

Requirements for Chief School Business Official Endorsement

A. Master's degree
B. 2 years administrative experience in school business management
C. Minimum coursework of 20 semester hours distributed as follows:
    (1) 8 semester hours in Area 1
    (2) 3 semester hours in Area 2
    (3) 9 additional semester hours in school business management or business (emphasizing work in financial affairs, planning, budgeting and purchasing)
D. NCATE endorsement or certificate of comparable validity

Requirements for Superintendent

Required for superintendents of schools:

A. 30 semester hours of graduate credit beyond the master's degree including 16 semester hours of graduate credit in professional education coursework
B. 15 semester hours in Area 1
C. 12 semester hours in Area 2
D. 9 semester hours in Area 3
E. 6 semester hours in Area 4
F. Balance of 18 semester hours in Areas 1, 2, 3, and/or 4
G. Coursework in both elementary and secondary education with credit in curriculum at both levels
H. **2 years full time teaching experience**
I. Two (2) years supervisory or administrative experience in a recognized public school system; or in a similarly recognized private school; or in the Illinois State Board of Education; or in the office of an Illinois Regional Superintendent of Schools; and possession of the general supervisory or general administrative certificate or comparable certificate from another state.
J. NCATE endorsement or certificate of comparable validity

Additional Clarification of Requirements for the Administrative Certificate

The General Supervisory, General Administrative, Chief School Business Official and the Superintendent Endorsements on the Administrative Certificate provided for in Section 21-7.1 of *The School Code of Illinois* will be made only upon the recommendation of the Illinois college or university when the applicant has completed an approved program for administrators.

An applicant whose coursework was earned outside of the State of Illinois may also make application for one or more of the four endorsements provided for in this section of the law. This person, in addition to completing the approved NCATE program for administrators, must submit official transcripts showing completion of the required courses, and evidence of the required teaching experience.

If the college does not have an NCATE approved program for the preparation of school administrators, an applicant may qualify by presenting a certificate of comparable validity (the same type for which the applicant is applying) from another state, provided course requirements and teaching experience are met. In addition, the applicant must submit official transcripts showing completion of the required courses in an approved program for administrators and evidence of the required teaching experience.

Applications and fees for the Administrative Certificate must be submitted through the office of a Regional Superintendent of Schools. If you meet Illinois requirements for an Administrative Certificate, please contact the Regional Superintendent of Schools in the county where you wish your certificate issued.

VERIFICATION OF TEACHING, SUPERVISING AND ADMINISTRATIVE EXPERIENCE

All applicants for the Administrative Certificate must submit official documentation of their professional educational service along with their applications.

Teaching Experience for Administrative Certification

—Teaching experience is defined as employment in a public school, a school under the supervision of the Department of Corrections, a school under the administration of Vocational Rehabilitation, or in a nonpublic school meeting the recognition standards of the State Board of Education or comparable out-of-state recognition standards, in which the employee performs classroom instructional duties and for which in public schools an early childhood, elementary, high school, bilingual, vocational, or special teaching certificate is required.

—Two years full-time teaching experience shall mean the equivalent of two (2) years performing classroom instructional duties as defined above in one or more of those schools identified above where a school year shall not be less than 176 days and where the daily employment shall have been five (5) or more clock hours.

The chief school business official endorsement requires the applicant to possess 2 years administrative experience in school business management.

The superintendent's endorsement requires the applicant to possess at least 2 years experience as an administrator or supervisor in the public schools or in non-public schools meeting the standards established by the State Board of Education or comparable out-of-state recognition standards approved by the State Board of Education or 2 years Supervisory or Administrative experience in the Illinois State Board of Education or in an office of a Illinois Regional Superintendent of Schools and requires the applicant to hold a general supervisory or general administrative endorsement, or who has had 2 years of experience as a supervisor or administrator while holding an all-grade supervisory certificate or a certificate of comparable validity and educational and experience requirements.

XII. REQUIREMENTS FOR THE TRANSITIONAL BILINGUAL CERTIFICATE

The Transitional Bilingual Certificate is valid for a period of six years for teaching in the languages of endorsement in approved bilingual education programs in grades K-12 of the common schools. The certificate must be registered each year with the regional superintendent of the county wherein the applicant is teaching. It cannot be renewed beyond the six-year period of validity.

I. General Requirements

The applicant shall meet the following general requirements:

A. Be in good health.
B. Be of sound moral character.
C. Be legally present in the United States and possess legal authorization for employment.
D. Comply with certification application procedures.

II. Requirements of Prior Certification

The applicant shall:

A. Possess a current and valid certificate issued by the State of Illinois or by the Chicago Board of Examiners, or

B. Have possessed within five years prior to the date of application a valid teaching certificate or comparable legal authorization issued by a foreign country, or by a state or possession or territory of the United States.

III. Language Requirements

A. The applicant must demonstrate adequate speaking and reading ability in non-English language in which transitional bilingual education is offered in Illinois.

This requirement may be fulfilled in one of the following ways:

1. Applicants who have been employed in an Illinois bilingual program for at least one year prior to the date of application will meet this requirement when the Department of Transitional Bilingual Education of the Illinois State Board of Education certifies that the applicant meets the following criteria:

   > The applicant is able to use the non-English language fluently and accurately on all levels normally pertinent to professional needs; can understand and participate in any conversation, within the range of the applicant's experience, with a high degree of fluency and precision of vocabulary; can respond appropriately even in unfamiliar situations; errors of pronunciation and grammar are infrequent; can handle informal interpreting from and into the language.

2. The applicant presents evidence of graduation from a teacher preparation institution of higher education in which the medium of instruction was in a non-English language in which transitional bilingual education is offered in Illinois and for which certification is sought.

3. The applicant, by means of an approved examination administered by an Illinois institution of higher education recognized for teacher education, meets the following standard of facility in the non-English language in which transitional bilingual education is offered in Illinois:

   > The applicant is able to use the non-English language fluently and accurately on all levels normally pertinent to professional needs; can understand and participate in any conversation, within the range of the applicant's experience, with a high degree of fluency and precision of vocabulary; can respond appropriately even in unfamiliar situations; errors of pronunciation and grammar are infrequent; can handle informal interpreting from and into the language.

B. The applicant must demonstrate adequate communicative skills in English.

This requirement may be fulfilled in one of the following ways:

1. Graduated from an institution of higher education in which the medium of instruction was English.

2. Has been employed for one year or more in an Illinois bilingual program and the building principal or appropriate supervisor attests that the applicant possesses communicative skills in English sufficient to complete assigned duties.

3. The applicant meets, by means of an approved examination administered by an Illinois institution of higher education recognized for teacher education, the following standard of facility in English:

> The applicant is able to satisfy routine social demands and work requirements; can handle with confidence most social situations including introductions and casual conversations about current events, as well as work, family, and autobiographical information; can comprehend most conversations on nontechnical subjects (i.e., topics which require no specialized knowledge) and has a speaking vocabulary sufficient for self-expression; can usually handle elementary constructions accurately. The applicant's performance is such that if errors are made they do not render speech unintelligible.

IV. Appeals Procedures

All applicants denied certification for failure to meet the language requirements set forth under III above shall have an opportunity to appeal the decision to deny certification.

A. An applicant found ineligible for certification because of failure to meet the language requirements may appeal by notifying the Secretary of the State Teacher Certification Board in writing.

B. The Secretary of the State Teacher Certification Board shall, in consultation with the Director of the Department of Transitional Bilingual Education, within 15 days of receipt of appeal, establish a panel of at least two competent persons to hear the appeal. A date for the hearing shall be mutually agreed upon at which time the individual appealing may be present to present the appeal and respond to inquiries of the panel. The panel shall review the record and present their findings and recommendations within five days of the hearing to the Secretary of the State Teacher Certification Board.

C. Issuance of a certificate granted as a result of appeal shall be based on the applicable criteria and standards set forth elsewhere in this document.

V. Application Procedures

Applicants for the Transitional Bilingual Certificate must obtain and complete the "Application for Transitional Bilingual Certificate." (ISBE 73-34) This form must be submitted through the office of a Regional Superintendent of Schools along with completed "Application for Certificate" forms and a $20 non-refundable fee made payable to the State Teacher Certification Board. The $20 fee must be in the form of a money order, bank draft or certified check; cash or personal checks cannot be accepted. The applications for Transitional Bilingual Certification will not be accepted as complete unless all appropriate signatures on the forms have been secured.

VI. Additional Information

A. Approved Programs:

The Bilingual Section of the Illinois State Board of Education will upon request provide a list of approved Transitional Bilingual Education programs. You may contact that section by telephone at 312/793-3853, or you may write:

Address: Illinois State Board of Education
Bilingual Education Section
188 West Randolph Street
Chicago, Illinois 60601

B. Testing Sites:

Several testing sites with approvals for specific language examinations are currently being developed for those individuals who do not qualify under either of the two alternate certification procedures. When these sites become operational, both this office and the offices of Regional Superintendents will provide the application forms and schedules of testing sites.

VII. Teacher Aide Approval

Individuals wishing to be approved as teacher aides must file form ISBE 73- 28 with a Regional Superintendent of Schools. There is no fee for this service.

The form must be submitted with official transcripts showing 30 semester hours of academic credit from an institution recognized for teacher education, or from a community college. The approval will be returned directly from the Certification and Placement Section to you at the address you list on the application.

REGION NAME
REGIONAL SUPERINTENDENT

Adams/Pike
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Courthouse-521 Vermont
Quincy, Illinois 62301

Fred G. Bloss
Assistant Superintendent
217/223-6300

Alexander/Johnson/ Massac/Pulaski/Union

Jerry Johnson
2000 Washington Avenue
Cairo, Illinois 62914

Howard E. Keller
Assistant Superintendent
618/734-0199

Bond/Effingham/Fayette

James F. Staff
Fayette County Courthouse
Vandalia, Illinois 62471

Stanley L. Johnson
Assistant Superintendent
618/283-0942

Boone/Winnebago

Blanche J. Martin
Courthouse-Room 806
Rockford, Illinois 61101

Raymond W. Melody
Assistant Superintendent
815/987-3060

Brown/Cass/Schuyler

Donald H. Galloway
101 West 15th
Beardstown, Illinois 62618

Barbara J. Page
Assistant Superintendent
217/323-5559

Bureau

Charles W. Hamilton
Bureau County Courthouse
Princeton, Illinois 61356

Roy J. Shull
Assistant Superintendent
815/872-4181

Calhoun/Greene/Jersey

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Jerseyville, Illinois 62052

Billie F. Hubbell
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618/498-5571

Carroll/Jo Daviess

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Galena, Illinois 61036

Gordon A. Appel
Assistant Superintendent
815/777-2362

Champaign/Ford

George L. Merrimac
200 South Fredrick Street
Box 919
Rantoul, Illinois 61866

Charles N. Sutton
Assistant Superintendent
217/893-3219

Christian/Montgomery

Vance A. Kauffold
Courthouse
Taylorville, Illinois 62568

Thomas D. Rigdon
Assistant Superintendent
217/824-4730

Clark/Coles/Cumberland/ Edgar/Moultrie/Shelby

Robert Miller
Box 340
Charleston, Illinois 61920

Rose Mary Shepherd
Assistant Superintendent
217/345-2306

Clay/Jasper/Richland

Samuel White
Richland County Courthouse
Olney, Illinois 62450

Richard D. Murbarger
Assistant Superintendent
618/392-4631

Clinton/Washington

Norbert J. Moorleghen
Courthouse Annex
Carlyle, Illinois 62231

Larry C. Wolfe
Assistant Superintendent
618/594-2432

Cook

Richard J. Martwick
33 West Grand Avenue
Chicago, Illinois 60610

Donald H. Klein
Assistant Superintendent
312/443-5000

Joseph A. Cahill
Assistant Superintendent
312/443-7570

John Jaros, Jr.
Assistant Superintendent
312/443-7571

Norine C. Lynch
Assistant Superintendent

Anthony Przeklasa
Assistant Superintendent

Thomas E. Ryan
Assistant Superintendent

Michael Stritch
Assistant Superintendent

Mary L. Swanson
Assistant Superintendent

Herman Vollo
Assistant Superintendent

Barbara Waller
Assistant Superintendent

Eugene Zalewski
Assistant Superintendent

Crawford/Lawrence

Byron R. Lewis
Courthouse
Lawrenceville, Illinois 62439

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Horace D. Thomas
731 South 1st Street
DeKalb, Illinois 60115

Joe E. Thiele
Assistant Superintendent
815/758-6661

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R. Bruce Holcomb
312 Courthouse
Bloomington, Illinois 61701

Fred P. Ragsdale
309/827-5311
Ext. 276 — Ext. 277

Douglas/Piatt

Charles W. Edmundson
125 North Main
Atwood, Illinois 61913

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421 County Farm Road
Box 500
Wheaton, Illinois 60187

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312/682-7150

Edwards/Wabash/ Wayne/White

Kermit O. Braddock
Courthouse
Fairfield, Illinois 62837

Leroy L. Harris
Assistant Superintendent
618/847-3151

Franklin

Elvis D. Nolen
Box 415
Benton, Illinois 62812

Allan D. Patton
Assistant Superintendent
618/438-9711

Fulton

Gary L. Grzanich
Fulton County Courthouse
P.O. Box 307
Lewistown, Illinois 61542

Richard R. Ellinger
Assistant Superintendent
309/547-3041

Gallatin/Hardin/ Pope/Saline

William E. Hull
Courthouse-Box 414
Harrisburg, Illinois 62946

John Gardner
Assistant Superintendent
618/253-5581

Grundy/Kendall

Richard Krase
Courthouse - Room 29
Morris, Illinois 60450

Thomas J. Centowski
Assistant Superintendent
815/942-0334

Hamilton/Jefferson

Richard W. Sanders
Courthouse
Mount Vernon, Illinois 62864

Paul E. Cross
Assistant Superintendent
618/242-1807

Hancock/McDonough

Jack Pickard
Box 556
Macomb, Illinois 61455

James T. Haynes
Assistant Superintendent
309/837-4821

Henderson/Mercer/Warren

Donald Gibb
200 West Broadway
Monmouth, Illinois 61462

Roger Birkhead
Assistant Superintendent
309/734-6822

Henry/Stark

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Courthouse Square
Cambridge, Illinois 61238

Ronald K. Hewitt
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309/937-2465

Iroquois

Clifford Bury
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Watseka, Illinois 60970

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Jackson/Perry

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Courthouse
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Kankakee, Illinois 60901

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Waukegan, Illinois 60085
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Salem, Illinois 62881

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Assistant Superintendent
618/548-1073

Marshall/Putnam/Woodford

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Lacon, Illinois 61540

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309/246-6175

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Woodstock, Illinois 60098

O.C. O'Hara
Assistant Superintendent
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Monroe/Randolph

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146 West Market
Red Bud, Illinois 62278

Jack H. Asbury
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618/282-6244 or 6245

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Jacksonville, Illinois 62650

Scott E. Long
Assistant Superintendent
217/243-1804

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